

STATE RECORDS CENTER LABELLING EXAMPLE ! SAMPLE II

(USE A BLACK MARKER)

BE SURE THAT EACH BOX IS NOT
OVER-PACKED OR UNDER-PACKED
OR THE ENTIRE COLLECTION WILL
BE REFUSED BY THE S.R.C..

(2) Place box number
here

(3) Place contents
information here

(1) FISCAL
YEAR

(4) Place
"State Record Center
shelf location
number here.

(2) Box # MMARS (1) FY'92

DO NOT USE THIS CODE NUMBER

2203809

Alpha Code - Org #
Division (optional)
Payment Vouchers

1000 2000101 --- 2365002
Expenditure of Advance
2000 2005404 --- 2254007

PLACE CONTENTS ON FRONT OF BOX ONLY